

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 2008-11

OPENING DATE: 15 February 2008  
CLOSING DATE: 17 March 2008

ANTICIPATED FILL DATE: 13 April 2008

POSITION TITLE AND NUMBER:  
Aircrew Protection Element Supervisor  
80357000  
763426

UNIT/ACTIVITY AND DUTY LOCATION:  
156 Airlift Squadron,  
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 13.18%)  
WS-4801-09 \$24.35 – \$28.46 per hour

EMPLOYMENT STATUS  
Excepted Service

WHO CAN APPLY: The area of consideration for this position is NCANG FULL-TIME SUPPORT PERSONNEL ONLY. Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Dates reflected in KSA's must mirror dates listed on application.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: JFHO-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 18 months experience which demonstrates the applicant has acquired the below listed KSA'S.

### KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 1-800-621-4136 ext. 6172/6431.

1. Knowledge of the organization and functions of areas involved in providing logistical support.
2. Skill in integrating the actions of two or more specialized support activities for the purpose of meeting program goals.
3. Skill in working with persons at various levels and backgrounds.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG. AFSC: 2S0X1, 3E6X1.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Planning: Plans weekly or monthly work schedules and sequence of operations. establishes deadlines and priorities based on established general schedules, methods, and policies. Determines skills, materials, and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as to the scheduling of projected work. Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Make adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work-related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material are available when needed. Coordinates work with other organizations. Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussion with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in the review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining. Performs the nonsupervisory work of the function as needed. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization, and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Investigates ground and aircraft mishaps, may serve as a voting member of the aircraft accident mishap investigation boards, and prepares related reports. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. A permanent changes of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment..

**DISTRIBUTION:**

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1